

## Privacy Statement

Sierra Workforce Solutions is committed to protecting the privacy of our clients and prospects. This privacy statement explains data collection and use practices on our website.

### Personal and Company Information

Sierra Workforce Solutions may request information that personally identifies you or your company, and allows us to contact you. Personal information collected by Sierra Workforce Solutions is typically limited to name, title, company, address, phone number, and e-mail address. However, we may also request, from time to time, information that describes your company and business process needs (company information) to help us better understand how our solutions can meet your specific business needs.

#### We use your personal information for these primary purposes:

- To ensure your requests for more information are acted on promptly and effectively in the manner you choose; additional form information disclosed ensures that you don't need to repeat your specific needs and selection criteria to the person who contacts you;
- To provide you with important information about the product or service that you are using;
- To help you quickly learn how our solutions can address your specific business issues;
- To help you quickly learn how our partner programs can help you meet your business objectives; and
- To enable you to register for webinars or conference registration, newsletters, or other offers made by Sierra Workforce Solutions.

Sierra Workforce Solutions may access and/or disclose personal information if required to do so by law or in the good faith belief that such action is necessary to:

- Conform to the edicts of the law or comply with legal process served on Sierra Workforce Solutions or the site; and/or
- Protect and defend the rights or property of its web sites.

### How long do we keep your personal information?

We keep your personal information for so long as is necessary considering the purpose for which it was originally collected or lawfully further processed. The criteria we use to determine the period of time for which your personal information may be kept include:

- the nature and type of personal information that you provide to us;
- the purpose for which you provide your personal information to us; and
- necessary business and operational requirements to continue to supply you with the services or functionality you have requested.

We may retain your information for a longer time period if we are required to do so by law.

## **Control of Information**

At any time, users can opt-out or unsubscribe from any electronic mailing or newsletter sent by Sierra Workforce Solutions. Explicit subscription and removal information is available with any mailing or newsletter that Sierra Workforce Solutions may offer. You may also update your personal information or unsubscribe from specific programs by contacting Sierra Workforce Solutions directly. Contact information is provided at the bottom of this statement.

**Except as otherwise described in this statement, personal information you provide on this site will not be shared outside of Sierra Workforce Solutions without your permission.**

Please be aware that this privacy statement and the choices you make of this site will not necessarily apply to personal information you may have provided to Sierra Workforce Solutions in the context of other, separately operated, Sierra Workforce Solutions products or services.

## **Information Security**

Sierra Workforce Solutions is committed to protecting the security of the information you provide. We use a variety of security technologies and procedures to help protect your personal information from unauthorized access, use, or disclosure. We store the personal information you provide in controlled facilities on computer systems with limited access.

In some areas, our website includes links to other web sites. Note that we do not review the privacy practices of those sites or guarantee the privacy of information you enter outside of the Sierra Workforce Solutions website.

## **Privacy Statement Changes**

Sierra Workforce Solutions may occasionally update this privacy statement. We encourage you to periodically review this privacy statement to stay informed about how we are protecting the personal information we collect. Your continued use of the service constitutes your agreement to this privacy statement and any updates.

## **Sierra Workforce Solutions Contact Information**

We welcome your comments regarding this privacy statement. To request more information about personal data privacy, please phone Sierra Workforce Solutions at (916) 673-2160, email [info@sierraws.com](mailto:info@sierraws.com) or contact us at the address below:

### **Sierra Workforce Solutions**

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